

eMARS Password Reset Application

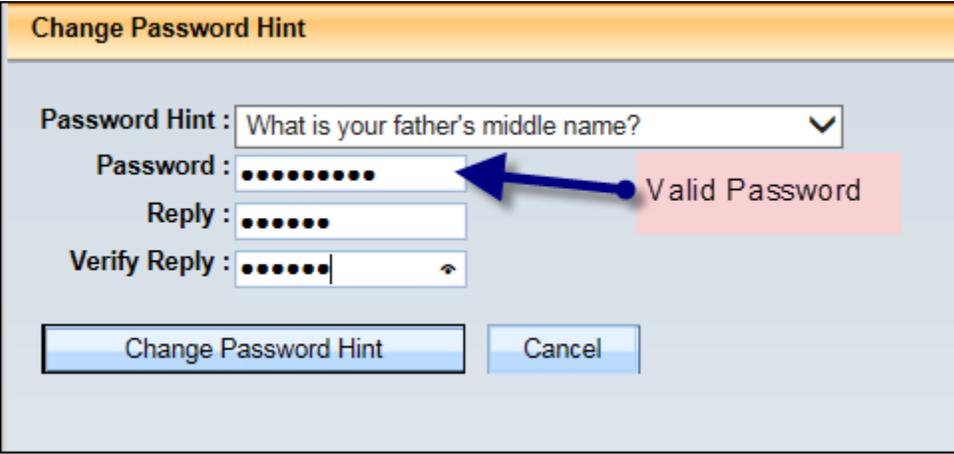
Administration Set-Up

In order to take advantage of the “Forgot Your Password” option within eMARS, users must first establish a “Password Hint” while successfully logged into eMARS. This is found under the Administration section.



Create your “Password Hint” by providing a Reply to one of the following questions:

- What is your father’s middle name?
- What is your favorite musician or band?
- What was the last name of your favorite teacher?
- What was the name of your first pet?



Change Password Hint

Password Hint : What is your father's middle name? ▾

Password : ●●●●●● Valid Password

Reply : ●●●●●

Verify Reply : ●●●●●

Change Password Hint Cancel

Select *Change Password Hint* when completed.

Forgot Password Option

If you find that you cannot login, try the *Forgot Your Password* link found on the Login page to reset your password.



The screenshot shows a login interface with the following elements:

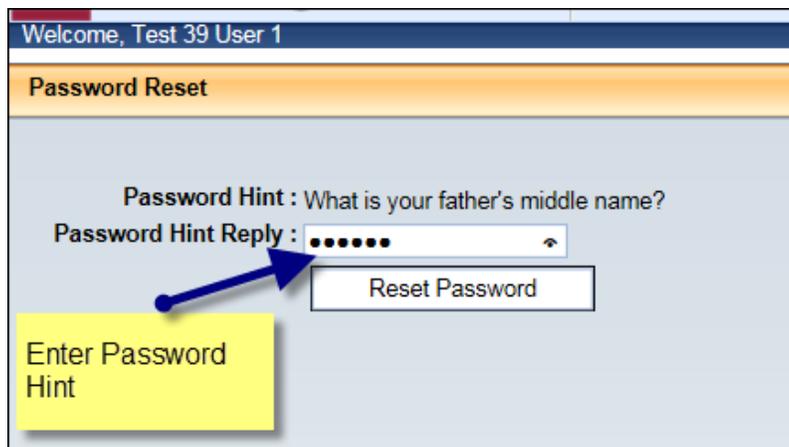
- Login** header
- User ID:**
- Password:**
-
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- [Forgot Your Password?](#) (circled in red)
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Click on the link and a separate Password Reset Application is launched.



The screenshot shows the Password Reset application with the following elements:

- Introduction text: "The Password Reset application allows you to reset your password. Enter your user name in the User Name field. Select the Continue button to proceed with the password reset process. On the next page, you are shown your password hint and you must specify the reply. The Reset Password button then performs the password reset operation. The new password will be valid but expired, allowing you to reset your password on the next login."
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- User Name:** (An arrow points to this field with a yellow box labeled "Enter USER ID".)
-
- Continue: Will open in a new window



The screenshot shows the Password Reset application with the following elements:

- Header: Welcome, Test 39 User 1
- Section: Password Reset
- Text: Password Hint : What is your father's middle name?
- Text: Password Hint Reply : (An arrow points to this field with a yellow box labeled "Enter Password Hint".)
-

Once you click Reset Password, a message will appear stating the new password has been emailed to the email on record (the email assigned to your eMARS user account).



Retrieve the password from your email and login. You may contact the CRC if you have difficulties.